

# WHITE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MEETING

### MINUTES

**MONDAY**

**AUGUST 22, 2011**

**7:30 PM**

The Regular Meeting of the White Township Board of Education was held on the above date in the White Township Municipal Building, Belvidere, NJ with the following members in attendance at roll call: Mr. Meddaugh, Mrs. Collom, Mr. Panetta, Dr. Kosten, Mr. Muscat and Mrs. Rowe. Mrs. Dawn Huff, Business Administrator/Board Secretary, Mrs. Dawn Werkheiser, Principal, and Mrs. Patricia Meyers were also present, as well as five members of the public. Mr. Annunziata, Mr. Rader, Mrs. Skoog and Mr. Abrams were unable to attend.

Mr. Meddaugh opened the meeting at 7:30 p.m. and stated that the meeting had been duly advertised and the public properly notified through notification to The Star Gazette, The Express-Times and the White Township Municipal Clerk in accordance with the Open Public Meetings Act.

#### **Approval of Minutes**

A motion was made by Mrs. Rowe and seconded by Mrs. Collom to approve the minutes as submitted from the July 25, 2011 Regular Session Meeting and Executive Sessions #1 and #2. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### **Correspondence & Announcements**

None

#### **Open Public Comment**

None

### **COMMITTEE REPORTS**

#### **PERSONNEL**

##### **Block Motion – Personnel**

A motion was made by Mrs. Collom and seconded by Mrs. Rowe to approve the following agenda items #1 through #4. Motion carried by roll call vote as follows: Mrs. Rowe – yes, Mr. Muscat – yes, Dr. Kosten – yes, Mr. Panetta – yes, Mrs. Collom – yes and Mr. Meddaugh – yes.

##### 1. Approve the 2011-2012 Substitute List

To approve the 2011-2012 Substitute List (the complete listing to be made part of the official minutes).

##### 2. Approve a Part-time Special Education Teacher for the 2011-2012 School Year

To approve Lisa Fusco as the Part-time Special Education Teacher (.56 time) for the 2011-2012 school year at Step 2, BA, at a salary rate of \$26,002.00\*. \*Salary rate to remain at the 2010-2011 rate until ratification of the WTEA agreement for 2011-2012.

##### 3. Approve a Job Description for the Coordinator of Special Services

To approve a job description for the Coordinator of Special Services

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#### **Block Motion – Personnel**

4. Approve the Coordinator of Special Services for the 2011-2012 School Year

To approve Marie Wurtemberg to serve as the Coordinator of Special Services for the 2011-2012 School Year at a stipend to be determined at a later date through negotiations with the White Township Education Association.

#### **TRANSPORTATION**

No report

#### **POLICY**

The Board discussed the Nursing Services Plan and noted that it little confusing because it eluded to student data from 2010-2011. Mrs. Werkheiser noted that she will present a revised plan for approval as soon as the 2011-2012 student data is available.

#### **Motion - Policy**

A motion was made by Mrs. Rowe and seconded by Mr. Panetta to approve the following agenda item #1. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

1. Approve the 2011-2012 Nursing Services Plan

To approve the 2011-2012 Nursing Services Plan

#### **FINANCE**

Mr. Meddaugh discussed the resolution for reimbursement of Board Members for the cost of their criminal history background check. Mr. Meddaugh noted the additional motion #8 to approve the submission of the NCLB grant application.

#### **Block Motion - Finance**

A motion was made by Mr. Muscat and seconded by Mr. Panetta to approve the following agenda items #1 through # 7, and the additional motion #8. Motion carried by roll call vote as follows: Mrs. Rowe – yes, Mr. Muscat – yes, Dr. Kosten – yes, Mr. Panetta – yes, Mrs. Collom – yes and Mr. Meddaugh – yes.

1. Approve June 2011 Board Secretary's Report and Treasurer's Report

To approve the June 2011 Board Secretary's Report and Treasurer's Report in agreement. After review of the School Business Administrator's monthly financial reports and upon consultation with the Business Administrator and Superintendent, this Board of Education does hereby certify that as of June 30, 2011, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11, and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

2. Approve July 2011 Board Secretary's Report and Treasurer's Report

To approve the July 2011 Board Secretary's Report and Treasurer's Report in agreement. After review of the School Business Administrator's monthly financial reports and upon consultation with the Business Administrator and Superintendent, this Board of Education does hereby certify that as of July 31, 2011, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11, and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

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**Block Motion – Finance - continued**

3. Approve August 2011 Bills

To approve the payment of the August 2011 Bills in the amount of \$213,662.25 for all funds.

4. Approve Budget Transfers for July 2011

To approve budget transfers in the amount of \$107,255.32 for July 2011.

5. Approve a Resolution for Reimbursement of Board Members for Cost of Criminal History Background Check

WHEREAS, Assembly Bill 444, signed into law on May 26, 2011, disqualifies members of boards of education or members of charter school boards of trustees from serving in office if they have been convicted of certain crimes; and

WHEREAS, The statute also requires members to undergo criminal history background checks and to pay the cost of such investigations; and

WHEREAS, Assembly Bill 444 permits local boards of education to reimburse individual members for the cost of criminal history background investigations; and

WHEREAS, State law (N.J.S.A. 18A:12-4) prohibits the compensation of local board of education members; and

WHEREAS, Members of the White Township Board of Education devote significant time and substantial effort to the governance of the district's public schools; and

WHEREAS, The White Township Board of Education believes that individual school board members, who are uncompensated, should be reimbursed for the cost the criminal history background investigations, which are necessary to continue serving in office. So, therefore be it

RESOLVED, That the White Township Board of Education authorizes reimbursement of individual members for the cost of the criminal history background investigations required by Assembly Bill 444.

6. Approve A Copier Maintenance Agreement for the 2011-2012 School Year

To approve an agreement for maintenance on the small copy machines and fax machine as follows:

|                     |                           |             |                          |
|---------------------|---------------------------|-------------|--------------------------|
| #WC151 (RYU-256704) | Fax Machine – Main Office | \$20.71/mo. | Copy cost: \$0.0207/copy |
| #WCM201(RYU-256704) | Copy Machine              | \$16.35/mo. | Copy cost: \$0.0208/copy |
| #WCM201(RYU-256562) | Copy Machine              | \$16.35/mo. | Copy cost: \$0.0208/copy |
| #WCM201(RYU-256711) | Copy Machine              | \$16.35/mo. | Copy cost: \$0.0208/copy |

7. Approve Staff Travel:

- Katherine Fattoross to attend a workshop, “Dr. Harry K. Wong, The Effective Teacher”, August 26, 2011, from 10:00 a.m. – 12:30 p.m., Essex County, NJ. The cost for the workshop is \$99.00 and mileage reimbursement not to exceed \$30.00.

8. Approve Submission of the FY2012 NCLB Grant Application and Accept the Grant Award

To approve submission of the FY2012 NCLB grant application and accept the grant award as follows:

|                   |             |  |
|-------------------|-------------|--|
| Title I - Part A  | \$40,015.00 | Basic Skills Aide and Teacher Partial Salaries/Benefits<br>Purchased Services for Professional Development |
| Title II – Part A | \$21,982.00 | Reduce class size- 8 <sup>th</sup> Grade Teacher Partial Salary/Benefits                                   |

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## **CURRICULUM**

### **Motion - Curriculum**

A motion was made by Mr. Muscat and seconded by Mrs. Rowe to approve the following agenda item #1. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### **1. Approve the Eighth Grade Fundraisers**

To approve Eighth Grade Fundraisers for the 2011-2012 school year as follows:

- Bake Sale
- Birthday Wall
- Entertainment Books
- Candy Sale (Gertrude Hawk and/or Chocolates on Broadway)
- Car Wash
- Krispy Kreme Donut Sale
- Roadside Cleanup
- Used Clothing Drop Off
- Gymnastics Night (Earning a percentage from the Hackettstown Gymnastics Arena on a specific date)
- Sub/Hoagie Sale
- Holiday Shopping Bazaar
- Small Game of Chance/Raffle
- Box of Candy Sale
- Yankee Candles
- Field Day T-Shirts
- Family Diner Night (Earning proceeds from local diner's at a specific time)

## **BUILDINGS & GROUNDS**

Mr. Panetta noted that we got the no parking signs and that they will be installed in the fire zone prior to the start of school. Mr. Panetta further noted that some additional striping has to be completed in the parking lot to further call attention to the fire zone. Mr. Panetta noted that Mr. Annunziata sent correspondence to the Township Youth Athletic Association asking them to enforce the no parking areas and relocate any vehicles that are parking improperly during evening recreation activities at the school site. Mr. Panetta also reported that the drop ceiling in the kitchen has been replaced and that the roof testing will be completed this week.

### **Block Motion – Buildings & Grounds**

A motion was made by Mrs. Collom and seconded by Mr. Muscat to approve the following agenda items #1 through # 2. Motion carried as follows: Ayes – 6, Nays – 0, Abstentions – 0.

#### **1. Approve the Integrated Pest Management Plan for 2011-2012**

To approve the Integrated Pest Management Plan for 2011-2012 school year. No changes to the current plan.

#### **2. Approve the Indoor Air Quality Program for 2011-2012**

To approve the Indoor Air Quality Program for 2011-2012. No changes to the current program.

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### **PUBLIC RELATIONS**

Mr. Muscat reported that the Committee is working on ordering the plaques for the retirees. Mr. Muscat further noted that all of the plaques from previous retirees hung throughout the building will be relocated to a central location in the front of the school building.

### **SPECIAL SERVICES**

No report

### **PLANNING / EXPANSION**

No report

### **BHS BOARD MEMBER**

No report

### **PLANNING BOARD**

No report

### **SHARED SERVICES LIAISON COMMITTEE**

No report

### **GOALS & OBJECTIVES**

No report

### **OLD BUSINESS**

Mrs. Huff noted that the Child Study Team is working on some student issues that may require expenditures that were not originally budgeted for and the Board may want to appropriate some of the additional state aid for these purposes. Mrs. Huff noted that she will have more information about this issue at the September meeting and will update the Board further then.

### **NEW BUSINESS**

Mrs. Huff noted that Mr. Stern, the Board's special Attorney for Special Education concerns has asked that the Board consider an increase in his hourly fee from \$135/hour to \$150/hour. The Board agreed that they would consider this increase next year at reorganization and that the fee should remain at \$135.00 for the remainder of the 2011-2012 school year.

### **APPROVE SUPERINTENDENT'S REPORT**

A motion was made by Mr. Panetta and seconded by Mrs. Collom to approve the Superintendent's Report for July 2011. Motion carried as follows: Ayes – 6, Nays – 6, Abstentions – 0.

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**OPEN PUBLIC COMMENT**

Mrs. Melofchik asked if the district is implementing the National Core Curriculum Standards. Mrs. Werkheiser explained the process for phasing in the implementation of these standards into the curriculum.

**ADJOURNMENT**

A motion was made by Mr. Panetta and seconded by Mrs. Collom to adjourn the meeting at 8:02 p.m.

Respectfully Submitted,

Dawn Huff  
Business Administrator/Board Secretary